



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

**Alaska Workforce Investment Board
Executive Committee**

Tuesday, January 13, 2009 - 10:00 a.m.

Teleconference: 1-888-354-0094, Conference ID#4461969

Meeting Minutes

- **Call to Order** ☒ Jim Lynch, AWIB Chair; ☒ Neal Foster, AWIB Vice Chair and PP/AE Chair/Legislative Chair; ☒ Doug Ward, WR/EP Chair; ☐ Vacant, Youth Council Co-Chair, ☐ Andy Baker, Ex- officio
- **Guests:** Chris Gregg, board member; Bonnie Jo Savland, board member; Joey Merrick, board member; Linda Hulburt, board member; Tom Nelson, ESD Director; Carol Collins, ESD staff; Fred Villa, board member; Charlotte Brower, North Slope Workforce Development Council; Scott Clark, board member designee; Mark Torgerson, hearing officer; Jim Laiti, board member
- **Staff in attendance:** Greg Cashen, Executive Director; Barbara Duval, Project Coordinator; Louise Dean, Project Coordinator
- **Election update:** Mark Torgerson gave an election update. He counted ballots at 9:00 a.m. with two staff from his office. Board members Bonnie Jo Savland and John MacKinnon observed and assisted in the counting process. As of 4:30 p.m. Monday, January 12, 2009 23 of 25 board members returned ballots. There were 10 ballots cast for Andy Baker for chair and 13 for Jim Lynch for chair. Neil Foster received 18 for vice chair. There were five ballots that did not indicate a vote for vice chair. Mark gave Greg the election certification documents. Greg thanked board members Bonnie Jo Savland and John MacKinnon for their assistance.
- **Approval of Agenda**
MOTION to approve agenda by Doug Ward
Seconded by Neal Foster
Doug asked to add board communications as number three to action items.
MOTION passes
- **Approval of Minutes - December 9, 2008**
MOTION to approve by Doug Ward
Seconded by Neal Foster
MOTION passes
Doug had a question under Fred Villa's report in the last sentence "not standards but alignment". Doug asked to strike if ok with Fred. Fred moved to strike "not standards but alignment". The minutes were accepted as changed.

- **Action Items**

1. **February AWIB Meeting and Agenda** - Greg discussed the draft agenda and the proposed date of February 23 and 24. Doug supports the change as well as Neal.

MOTION to approve the board meeting dates by Doug Ward

Seconded by Neal Foster

MOTION passes

Linda Hulbert commented the agenda did not allow time to talk to legislators. Doug recommended moving Paula Scavera and Guy Bell's updates to day one. Greg proposed visiting the legislators on Monday from 3:00 – 5:00 p.m. and have the reception afterwards. Doug proposed moving the training plan update to Tuesday under action items.

MOTION to accept the changes to agenda by Neal Foster

Seconded by Doug Ward

MOTION passes

Tom Nelson recommended a subject change on day two in the 2:30 time slot for 'Activities Pertinent to Workforce Development'. He will give an Unemployment Insurance update and address Career Ready at the May board meeting.

Materials which will need to be prepared for the board meeting include talking points, guidelines to visiting legislators and invitations to the AWIB reception for legislators. Louise will research prior talking points used for educating the legislature. Greg will ask Paula Scavera to assist with the talking points document. Linda wanted to know if we are going for two pieces of legislation i.e. STEP and the way the board does business. Doug indicated there is legislative language being prepared for the STEP program and Paula is working on language to get that into law. Neal indicated in the past the STEP legislation has been stand alone. Paula proposed to have the eligibility for chair and vice chair issue be added on as a rider to similar legislation. Greg is not aware of any other statutory changes.

Greg will bring information and invitations for meeting with the legislators to the Exco by teleconference before the February Exco meeting. Greg will have Paula attend the teleconference.

2. **2009 AWIB Calendar** - Greg reviewed the 2009 AWIB calendar.

MOTION to approve the 2009 calendar by Neal Foster

Seconded by Doug Ward

MOTION passes

Doug indicated we don't have full face to face board meetings on the calendar and suggested putting a note that face to face meetings generally occur in February, May and October. Linda also noted that on the next agenda we are scheduled in May and suggested doing a tally as to who will be available on what dates. Greg suggested polling the board at the February meeting.

3. **Board communications** - Doug congratulated Jim and Neal on the recent election. In the past we haven't recognized board members who have rotated out. Doug proposed getting a letter out thanking them for their service and to also Andy Baker for his long and dedicated service as chair to the AWIB. Greg indicated the current practice is to send a letter and certificate, we currently have letters and certificates made up to present at the next board meeting.

Greg will get a letter from the commissioner thanking Andy for his work as chair. David Stone agreed to assist with this.

- **Discussion Items**
 1. None at this time
- **Reports** - None presented at this meeting
 1. Director - Greg Cashen
 2. Chair - Jim Lynch
 3. Committees - Neal Foster and Doug Ward
- **Other Items:** Questions from AWIB Members - None
- **Adjournment:**

MOTION to adjourn at 11:04 a.m. by Doug Ward
Seconded by Neal Foster
MOTION passes

Next Ex Co Meeting February 10, 2009